

**CITY OF VAN METER
POSITION DESCRIPTION AND SPECIFICATIONS**

Position Title:	Intern	Reports to:	City Administrator and Others as Delegated
Union Status:	Non-Union	FLSA Status:	Temporary Part-Time
Residency:	Not Necessary	Date:	April 2013

PURPOSE OF POSITION

To help promote the City of Van Meter through various mediums by marketing and coordinating special events such as Raccoon River Days, RAGBRAI, the Van Meter Farmers Market, the launch of a new website, the creation of a promotional brochure, and the development of a social media strategy.

REPORTING

The City Administrator will exercise the authority to appoint, dismiss, manage and supervise the Intern and will monitor and evaluate performance. The City Administrator may delegate daily supervision and task assignment authority to members of various boards, committees and staff.

PRIMARY DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and possess the ability to see additional work that needs to be done, and have the self-motivation to do it.

1. Promotes good public relations.
2. Builds constructive relationships with colleagues and supervisors.
3. Portrays an image of knowledge, confidence, professionalism, fairness, and caring. Dress and grooming are appropriate to position.
4. Takes direction on specific duties from senior colleagues.
5. Assists with the development and implementation of a marketing strategy for special events.
6. Assists with the coordination of special events.
7. Performs any and all administrative or clerical work necessary for special events. Examples include sending emails, making copies, sending faxes, making phone calls, taking phone calls, and researching various issues and recommending solutions.
8. Works closely with City Staff, committee members, a variety of public and private organizations and citizen groups in organizing programs and implementing projects in conjunction with special events.
9. Research and formulate a recommendation on an appropriate strategy for engaging social media.
10. Attends civic, professional, service, and community group meetings at schools,

churches, and other places of public gathering to explain the activities and functions of special events and to establish favorable public relations.

11. Promptly completes other assignments given by the City Administrator or assigned daily supervisor.

ENVIRONMENT ADAPTABILITY

The work is generally performed in an office however work done in conjunction with special events may expose the employee to inclement weather, extreme temperatures, and moving mechanical parts and vibration.

The work will expose the employee to visual strain, unpleasant social situations, irregular work hours, and significant work place pressure.

PHYSICAL DEMANDS

This position does require extended periods of standing, walking, and sitting. Short periods of running, reaching, climbing, balancing, stooping, kneeling, crouching, crawling, tasting and smelling and otherwise physical activities are anticipated. The employee must occasionally lift and/or move more than 100 pounds.

ACKNOWLEDGEMENT

I have read and understand the information contained in the Position Description and Specifications. I have been given the opportunity to make any additions and/or corrections to this position description I felt necessary. I further understand that this Position Description and Specifications document is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. Also, while this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work extra time, irregular shifts or hours, and outside of the normally defined workday or work week without additional pay. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the employer has a similar right.

Employee's Signature

City Administrator

Date

Date

The City of Van Meter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.